

Section I - Are you the Data Subject*?

- Yes - Please move to Section IV (Section II and III are not required)
 No - Please complete all the sections of this form

Section II - If you are making this request on behalf of someone else, please state the nature of your relationship with that person (data subject).

- Parent
 Guardian
 Legal representative
 Others - Please mention

Please note that we may take further steps to confirm that authority has been freely given.

Section III - If you are making this request on behalf of someone else, please provide the following information about yourself:

Full Name
Contact Number
Email ID

Section IV - Please complete the following section, providing information about the data subject

Full Name
Gender
Postal Address (with pin code)
Contact Number
Email ID
If you are employee of Birlasoft, please provide employee ID

Section V - Address proof and Identity Proof details

To verify your identity, please provide the proof that clearly show your name, date of birth and current address as an attachment with the form.

Section VI - Please provide which of the rights your request relates to:

- Right to Access
 Right to Rectification
 Right to Erasure
 Right to restrict the processing
 Right to object
 Right to data portability
 Right not to be subject to automatic decision making
 Right not to be subject to profiling

Section VII - Description of information of the data

Please describe below the information you are seeking.

Please provide any relevant details you think will help us to identify the information you require.

Declaration

I certify that the information given on this data subject rights request form is true and accurate, and accept the terms laid out. I understand that it is necessary for Birlasoft to confirm my/the Data Subject's identity and it may be necessary for them to obtain more detailed information in order to locate the correct personal data. I understand that the response period of one month, stipulated in the GDPR, will not commence until Birlasoft is satisfied in this regard and has received the appropriate requirements stipulated on this form.

Signature:

Name:

Date:

*Data subject - Natural person